

**QAAFI Diversity and Inclusion Committee
MINUTES**

DATE: Friday 24th August 2018

TIME: 2:30 – 4:00pm

LOCATION: **QAAFI Big Table Meeting Room** - Level 2 QBP

ATTENDEES: Ala Tabor, Mary Fletcher, Barbara George-Jaeggli, Robert Henry, Heather Smyth, Steve Williams, Yasmina Sultanbawa, Cathy Baynham, Alexander Nilon, Neena Mitter, Daniel Rodriguez.

APOLOGIES: Pat Blackall, Tim Mahony, Dee Gibbon, Jordan Tredinnick, Margaret Puls, Rao (RCN) Rachaputi, Kat Payne, Glen Fox, Megan Vance, Liz Eden, Kinnari Shelat.

Item No	Description
1.	<p>Review action items from minutes including QAAFI web-page</p> <ul style="list-style-type: none"> • Diversity and Inclusion webpage and social media outlets delayed due to turnover of staff in Marketing & Communications team • Advise sent to all staff who have not completed EO online, however further follow up required to improve completion rate • QDIC goals to be mirrored from UQ goals for gender diversity. Further consultation required with Dee and Jordan from D& I • Need to try and find a way to capture data why staff are either turning down jobs or not applying for roles at QAAFI • Inclusive events have been organised across QAAFI and the committee encourages this to continue • Ala has contacted Maureen Frank – seminar still to be arranged
2.	<p>Update from UQ's Diversity and Inclusion Unit</p> <p>Dee Gibbon and Jordan Tredinnick were unable to attend.</p> <p>SAT update SAT working parties have reviewed the data and compared responses from UQ wide. Action plans have been developed/recommended.</p> <p>Latest Diversity and Inclusion update attached.</p>
3.	<p>Discussion on QAAFI Survey data and opportunities that the QDIC can drive forward</p> <p>Key Areas of concern for QAAFI results are below. The committee discussed proposed action items (see below under Action Items) to address each issue:</p> <ul style="list-style-type: none"> • Career progression – <i>Survey results (30 – 35% female, 55% academic male) indicate that females do not feel there is enough career opportunities to progress their careers at UQ . They also believe that their work area does not value early career mentoring. There should also be more effort into annual reviews and ensuring promotion and career progressions are discussed. What are the barriers to getting a mentor in place? Do we have enough gender balance in higher roles to accommodate appropriate mentoring programs?</i>

	<ul style="list-style-type: none"> • Work flexibility – <i>There was a significant difference between male and female uptake/approval to work flexibly. Do males feel this is not available to them, it is not the norm to ask for flexible arrangements, do supervisors not think it is necessary for males? Professional females are much more confident having flexible working arrangements and confident it will not affect their career progression.</i> • Gender not being a barrier – <i>82% of academic males do not see that gender is a barrier to success at UQ opposed to 50% of academic females. Even 25% of professional staff responses disagree that gender is not a barrier to success at UQ. There is a clear disconnect here whereby males cannot ‘see’ or understand what the barriers may be.</i> • Workload – <i>60% of academic females and 62% of academic males said that the expected workload makes it difficult to balance work, home and caring responsibilities. How can we manage workload better? Is it a perception vs reality?</i> • Committee Membership – <i>Only 15% of academic females believe that committee workload is shared evenly across QAAFI and 45% of professional staff are unsure. It is clear QAAFI does not have processes in place for member selection of committees within QAAFI and UQ.</i>
4.	<p>‘Round table’ updates on inclusion/other events at different QAAFI sites</p> <p>It was questioned how widely we should distribute the QAAFI survey results. It was agreed that no further distribution should be done until we have an Action plan in place. Proposed action items are mentioned below and committee to determine and prioritise ones to be implemented.</p>
5.	Other Business – no other business

ACTION items from this meeting:

#	Action Item	Responsible	By date
1	Once Marketing and Communications Manager commences, provide overview of QDIC and prioritise a webpage for our use	Steve Williams	10/18
2	Follow up on completion rate of EO online both module 1 and 2. Identify supervisors and ensure they have completed module 2.	Cathy Baynham	By next meeting
3	Follow up with Dee Gibbons or Jordan Trednick to determine UQ goals for gender equity for QAAFI to mirror	Ala Tabor	By next meeting
4	Determine a process to capture data of why candidates (of all genders) do not accept positions or do not apply for positions after showing initial interest.	Cathy Baynham	By next meeting
5	All areas to continue inclusive events. Next event to promotion is Wear it Purple Day on Friday 31/8/18	All	Ongoing
6	Organise seminar with keynote speaker Maureen Frank	Ala Tabor	By next meeting
7	<p>Determine Action plan for response to the SAGE Survey. Proposed action items are below:</p> <p>A) Appraisals - Centre Directors to advise and encourage supervisors to ensure annual appraisals are undertaken (even set time aside 2 or 3 times a year) to discuss career progression, promotion readiness, workload, mentoring and opportunities for development. <i>Create template for Supervisors to use?</i></p>		

	<p>B) Mentoring – Call out to all QAAFI staff who are willing to be mentors for early career academics. Undertake a session on ‘How to be a good mentor’. As part of on boarding identify a mentor on appointment of new staff.</p> <p>C) Work Flexibility – Deliver (determine most effective means) an information session on flexible working arrangements, benefits, obligations, examples, support provided etc to all staff and in particular supervisors and males.</p> <p>D) Gender not being a barrier – Educate (determine most effective means) males what the barriers are for females and how we can overcome them and how they can help. QAAFI Excellence Awards to include a new award to a male/person who has been a champion of change in the diversity and inclusion space or more specifically assisting in breaking down this barrier.</p> <p>E) Workload – Look to adopt a workload tool (investigate other org unit tools) to assist in managing workloads. Identify other strategies to assist with workload. i.e. even distribution of committee memberships, extra admin support.</p> <p>F) Committee Membership – identify all QAAFI committees and UQ committees with QAAFI members. Develop a process to nominate and select memberships of committees. Create a register to record committee membership</p>		

Next Meeting: Thursday 11th October 2018 2:00 – 3:30pm, QAAFI Big Table Meeting Room